

HUMAN SERVICES DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Human Services Director exists is to direct the Human Services division in the Community Services Department. This classification is supervisory. Work is performed under general supervision by the Community Services General Manager.

ESSENTIAL FUNCTIONS

Provides supervisory leadership and quality guidance to the Human Services Leadership team responsible for delivering and coordinating human services at two senior centers, Vista del Camino, Paiute Neighborhood Center, Youth and Family Services and the Community Assistance Office

Oversees the Community Assistance Office which is responsible for approximately \$6 million in Federal funds through CDBG, HOME and Section 8 housing vouchers

Oversees the development of strategic plan for Human Services brokerage concept which provides space and support to 32 non-profit agencies in Human Services Facilities

Coordinates the funding and contracting process for CDBG, HOME, Scottsdale Cares and General Fund dollars providing over \$2 million to non-profit agencies

Develops an annual report on Human Services

Develops a five Year Plan for Human Services, including demographics and social indicators which is incorporated into the City's General Plan.

Encourages collaborative efforts within the community to address social issues and concerns facing Scottsdale and the region.

Serves as staff liaison to the Human Services Commission and represents the organization on regional committees and task forces related to human services.

Negotiates and administers contracts with human services agencies to address human services needs.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Must have considerable knowledge of how to facilitate collaboration among city functions and diverse community groups and have awareness of the administration and political dynamics that impact development of public policy.

Knowledge and background of the legislative process and its effect on human services delivery system.

Strong supervisory, employee and community relations skills , as well as verbal and written communication skills, are essential to this position

Ability to:

Analyze data and issues and make sound judgments about appropriate management actions or recommendations.

Develop and maintain considerable reliability, credibility, integrity, initiative and tact.

Collect and analyze data in order to make recommendations in verbal and written form.

Make presentations to large groups.

Listen and communicate (verbal and writing) effectively.

Establish and maintain effective working relationships with employees, City Officials and the general public.

Identify potential problems and take the necessary corrective action and/or recommend alternative solutions to the General Manager.

Operate a variety of standard office equipment including a personal computer and related Microsoft Office software.

Maintain regular consistent attendance and punctuality.

Education & Experience

Bachelor's degree in Social Work, Public Administration or related field and seven years management experience in local government and/or social services delivery. A Master degree in Social Work or Public Administration is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified